

DDA Subject Copy

ROUTING AND TRANSMITTAL SLIP

Date

3 FEBRUARY 1986

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF INFORMATION SERVICES		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION

Please respond direct by telephone or
prepare a response for the DDA's signature.

SUSPENSE FOR WRITTEN RESPONSE: 26 MAR 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206



January 23, 1986

Mr. Richard J. Kerr
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

10-10

Dear Mr. Kerr:

Section 5.2(b)(7) of Executive Order 12356 authorizes the Director of the Information Security Oversight Office (ISOO) to prescribe, in coordination with affected agencies, standard forms that will promote implementation of the information security program. Recently ISOO received a request from the Department of Justice (DOJ) to evaluate the merits of a suggestion calling for the issuance of standardized jackets and labels for classified diskettes. The suggestion appears worthwhile. If adopted, it might reduce the likelihood of compromise of classified information on diskettes and allow classified diskettes to be more easily recognized. The labels might also be useful for identifying classified information in other small containers, such as micrographics.

Before we act on the DOJ's recommendation, we would appreciate receiving your comments on the need and use of each of these forms. That is, we need to know whether you favor standardization of both forms or only one, and for what reasons. We enclose a copy of a jacket and label design accompanying the DOJ suggestion (enclosure 1) and a copy of a label that the National Security Agency uses for identifying classified diskettes (enclosure 2). If ISOO decided to implement the DOJ suggestion, we would develop proposed form designs for the jacket and label forms and circulate them to all affected agencies. The form designs would conform with the recently issued standardized cover sheets.

Please let us know your views either in writing or by telephone no later than March 28, 1986. Calls should be directed either to Ethel R. Theis or Laura S. Kimberly at 535-7251.

Sincerely,

STEVEN GARFINKEL
Director

2 Enclosures

ENCLOSURE 1

TOP SECRET

**APPROPRIATE SECURITY
WARNING WOULD
APPEAR HERE**

2D

Soft Sector
Double Side/Double Density
Uninitialized
45TPI 35/40 Tracks

Reorder Number: M14A



TOP SECRET

**MATERIAL
CONTAINED ON
THIS DISK**

ENCLOSURE 2

